

Public Procurement Courses

Offered and conducted by the



Procurement Enterprise Services

A Division of the Arizona Department of Administration

In Cooperation with the Arizona Government University

All class registrations is conducted on

www.azgu.gov.STARS



Note: API class contact hours are accepted by NIGP and ISM towards certification and renewal requirements.

DESCRIPTIONS of ARIZONA PROCUREMENT INSTITUTE COURSES

GENERAL CERTIFICATE COURSES

Pursuant to Arizona State Procurement Policy Number 003, Procurement Delegation Authority, procurement professionals in all state agencies must meet prescribed training and EPS certification requirements for the agencies to obtain and/or maintain their delegated procurement authorities. All courses present “best-practices” approaches to public procurement under the Arizona Procurement Code. A Certificate of Completion is issued through STARS for completion of a class. Political sub-division of the State of Arizona are welcome to send employees to any of the courses and suppliers are invited to register and attend “Doing Business with the State.”

There is a charge for each class of \$100 per day or partial day for all classes except “Doing Business with the State” which is \$99.00

Public Procurement - EPS 101

This one-day class provides procurement customers (end-users), and procurement professionals with a fundamental understanding of and a common lexicon for public procurement. It focuses on the laws and regulations that govern public procurement practices in Arizona and explains the various procurement methods available. The primary focus is to eliminate the mystery of public procurement and to serve as the basis for advanced Arizona State Procurement Institute classes. The target audience is everyone who develops, uses, or is affected by public buying or contracting in Arizona, including anyone with purchasing authority for an agency, those who supervise purchasing activities, end-users (customers of procurement) and program, auditing and accounting personnel. Completion for certification requires a passing grade on a written examination at the close of each class. This course is the prerequisite for all other State Procurement Institute offerings, with the exception of the “Doing Business with the State” series. The cost for this course is \$100.

Foundation in Public Procurement - EPS 201

A one-day course that provides a basic understanding of the principles and skills needed to conduct informal solicitations (purchases under \$50,000) in compliance with the Arizona Procurement Code. This competency-based course covers fundamental processes and techniques to enhance the professional development of individuals currently serving, or preparing for career advancement in the field of public procurement. Completion of this Foundation Course is required of procurement professionals in Arizona state agencies with delegation authority. Completion for certification requires a passing grade on a written examination at the close of each class. Prerequisite: Certificate in Public Procurement - EPS 101. The cost for this course is \$100.

Journey Level Public Procurement - EPS 301

A challenging two-day course covering advanced governmental procurement techniques. The course addresses such topics as determining the best vendor selection technique for a solicitation, acquisition planning and value analysis. The course also provides an overview of contract terms and conditions and provides an introduction to the Uniform Commercial Code. The target audience is career path procurement officials and all procurement parishioners. Completion for certification requires a passing grade on a written examination at the close of each class. Prerequisites: Certificate in Public Procurement - EPS 101 and Foundation in Public Procurement. - EPS 201. The cost for this course is \$200.

DESCRIPTIONS of ARIZONA PROCUREMENT INSTITUTE COURSES

Professional Certificate in Public Procurement - EPS 401

The class focuses on the management and administration aspects of governmental procurement. The academic topics covered in this course include: privatization programs; contract performance and procurement benchmarking; protests and claims; dispute resolution; negotiations; and supervision of procurement practitioners. Completion for certification requires a passing grade on a written examination at the close of each class. Prerequisites: Certificate in Public Procurement - EPS 101, Foundation in Public Procurement - EPS 201, and Journey Certificate in Public Procurement - EPS 301. The cost for this course is \$200.

ADVANCED TOPICS - 500 SERIES

The 500 series of EPS courses consists of specialty and advanced topics. These courses are designed to build upon the basic certification courses and enhance the understanding and skill levels of public procurement professionals.

Construction Contracting in Public Procurement - EPS 501

Construction and design procurement is a very challenging and exciting specialty within public procurement. This one-day workshop focuses on the complexities of the acquisition of design and construction services in Arizona. Participants gain insight into the development of effective scopes of work, selecting pricing methods, developing evaluation criteria and project management. The workshop also discusses recently legislated methods available for construction contracting in Arizona, such as design/build. Prerequisite: Certificate in Public Procurement - EPS 101. The cost for this course is \$100.

Contracting for Services in Public Procurement - EPS 505

Contracting for Services in Public Procurement is a two-day workshop on the special considerations for service contracting. The class explores the advanced procurement methods available to governmental procurement practitioners and focuses on preparing a request for proposal, including writing a scope of work, designing a pricing structure, determining required Offeror qualifications and selecting evaluation criteria. Participants gain an understanding of service contracting evaluation, including the evaluation committee, the overall process, evaluation documentation, negotiation and best-and-final offers, contract award and vendor debriefing. This class also introduces the aspect of contract monitoring and administration, such as contract amendments, extensions and breaches. Prerequisite: Certificate in Public Procurement - EPS 101. The cost for this course is \$200.

Specification Writing for Public Procurement - EPS 510

This competency-based, one-day workshop approaches the responsibility for communication among the end-user, the procurement professional and the vendor from a technical writing perspective. Participants learn about tools and methods to avoid ambiguity, enhance clarity and increase credibility in their descriptions of services and commodities. Prerequisite: Certificate in Public Procurement - EPS 101. The cost for this course is \$100.

Negotiations for Public Procurement - EPS 515

This competency-based, one-day workshop establishes guidelines and best practices for preparing for and conducting discussions (negotiations) with prospective suppliers in the public arena. Prerequisite: Certificate in Public Procurement - EPS 101 and Contracting for Services, EPS 505. The cost for this course is \$100.

Doing Business With the State of Arizona- EPS 550

Doing Business With the State of Arizona- EPS 550

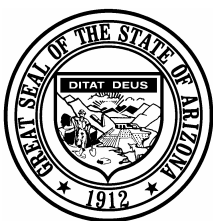
"Doing Business With the State of Arizona" is a one day class for individuals who want to understand the basic requirements of doing business with State of Arizona. The training is conducted by an Arizona Procurement Institute (API) trainer with experience as a public procurement professional.

Curriculum: How to register your company on SPIRIT the on-line e-procurement system, to receive automatic notices of bidding opportunities; common procurement terms; ; exploring, defining and clarifying expectations of solicitations; techniques of marketing products and services to State agencies; the Arizona Procurement Cooperative goldmine; payment issues; avoiding common vendor oversights; and public procurement ethics; methods of public procurement in Arizona; responding to formal solicitations (RFPs and IFBs); pre-award and post-award activities; protests, contract administration; and vendor performance. Training includes "hands-on" computer orientation to the SPIRIT e-procurement system. The cost for this class is \$99 per student.

Registration and Payment: Each class of the "Doing Business with the State of Arizona" course is limited to no more than 12 participants. Checks may be mailed to the State Procurement Office, 100 North 15th Avenue, Phoenix, AZ 85007, Attention: Saretha Jones. Or call in your reservation to Saretha at (602) 542-9141 or fax it to (602) 542-5508 and bring a check with you to the class.

Group training: "Doing Business with the State of Arizona." The same one-day curriculum is presented to a group hosted by a community organization, association, or firm. Orientation to SPIRIT is conducted as a live demonstration without hands-on computer access, unless the host is able to provide a computer classroom. Training is conducted by an Arizona Procurement Institute trainer. Typical pricing: a group of 10 to 15 is \$350 plus the cost of course materials. Other size groups by special arrangement.

Special Topics: Special topics in Public Procurement are available upon request. Presentations may be conducted at API facilities or at agency facilities. These presentations range from 1 to 4 hours in length. Prescriptive training is also available. For more information, contact the API Chief Learning Officer, Pamela Reay, MAEd, CPM, CPPB at (602) 542-913 0 or pamela.reay@azdoa.gov.



JANET NAPOLITANO
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ENTERPRISE PROCUREMENT SERVICES**

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**"Doing Business with the State of Arizona"
Registration Application**

Enrollment is contingent upon class availability. **Enrollment deadline is 4 calendar days prior to the start of class. This is a one day class, 8:30 a.m. - 4:30 p.m.**

- Please send one application form per student
- Cancellations must be made no later than 48 hours prior to class time

Please fill in the following information:

Company Name		Student's Name	
Complete Billing Address		Phone/Fax Number	
E-Mail Address		Federal Tax ID Number	
Class Schedules Please check the box next to the class date that you wish to attend. There is a cost of \$99.00 Your company will be invoiced after completion of class.			
Class Name	Location	Date	
"Doing Business with the State of Arizona"	100 N. 15 th Ave, Suite 104		
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Please list any experience you have in doing business with the state and your expectations of the class.

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If you require special accommodations under the "Americans with Disabilities Act" place your request at least 72 hours prior to the class date. Contact Saretha Jones, @ 602-542-9141, (F) 602-542-5508 or e-mail saretha.jones@ad.state.az.us for assistance.